

INSTRUCTIONS FOR FILING SPECIAL EXCEPTION USE REQUEST

1. YOU ARE REQUIRED TO DISCUSS YOUR APPLICATION AND PLANS WITH STAFF IN ORDER TO AVOID FILING AN INCOMPLETE APPLICATION. CALL THE CITY PLANNER AT (954) 746-3281 TO SCHEDULE AN APPOINTMENT. PRE-APPLICATION MEETINGS MUST BE HELD AT LEAST FOURTEEN (14) DAYS PRIOR TO THE SUBMITTAL DATE. ALL APPLICATION FEES, INCLUDING ADVERTISING AND POSTAGE AND HANDLING MUST BE PAID AT THE TIME OF SUBMITTAL (See CITY OF SUNRISE PLANNING & DEVELOPMENT DEPARTMENT FEE SCHEDULE).
2. Application for Special Exception Use form (1 original and 11 copies) duly executed by owner.
3. Letter by applicant relative to the necessity for special exception use requested and, as required by Sec. 16-36(d) of the Land Development Code, the applicant must address the following (see below).
 - (1) *Impact on surrounding properties:* An otherwise lawful activity may, because of its location, interfere with the property rights of adjacent landowners by creating an unreasonable disruption to the area by way of increased noise, light, storage and use of dangerous materials, intensity of development and other reasons. It is the intent of this section that each application for approval of a special exception use be evaluated in light of the unique characteristics of the neighborhood in which it is to be located and the positive and negative effects that it will have on that neighborhood and the community in general. Special consideration is to be given to the effect that the proposed special exception use will have on the safety and welfare of the minor residents of the area.
 - (2) *Traffic:* Consideration will be given to the volume and type of vehicular traffic associated with such use, particularly its impact on residential streets.
 - (3) *Comprehensive Plan:* Conformity to goals, objectives and policies of the Sunrise Comprehensive Plan.
 - (4) *Other factors:* Any additional factors or considerations which may be reasonably calculated to materially affect public health, safety and welfare; these must be explicitly stated in the motion to approve or deny.
4. Twelve (12) copies of legal description/survey (if existing structure) indicating location of proposed business.

5. Twelve (12) sets of photographs of each compass direction of the site.
6. Twelve (12) copies of any other information and/or plans deemed necessary by the City Planner for presentation to the Board of Adjustment and/or City Commission to assist in their deliberations relative to the granting of approval for the special exception use requested.

PLEASE NOTE: IF PLANS NEED TO BE REVISED AND RESUBMITTED WITH RESPONSES TO STAFF'S COMMENTS, IT IS REQUIRED THAT THE APPLICANT ATTACH THE REVISED DOCUMENTS TO THE ORIGINAL BACKUP MATERIAL AND STAPLE ALL TO THE REVISED PLANS.

7. It is required that within a 500 ft. radius of the property line of the property which is the subject of this application, that all property owners shall be notified of said hearing. Therefore, the following is required of the applicant and must be presented at the time the application is filed:
 - a. A certified list of the names and addresses of all property owners located within the aforementioned radius of the exterior boundary of the subject property. If the subject property constitutes only a portion of a contiguous ownership parcel, the exterior boundary from which the appropriate radius is to be projected will be the exterior boundary of the entire contiguous ownership parcel. All unit owners in a condominium must be notified.
 - b. One (1) typewritten set of gummed labels with the above names and addresses printed thereon. These labels will be used by the City to notify the public of your hearing.
 - c. The certified list may be obtained in one of the following two ways:
 - 1) The applicant may contract with any company listed below who will prepare the mailing list for a fee charged to the applicant. The City of Sunrise neither recommends nor endorses any of these companies, but is merely providing you with the names and phone numbers of those that are presently available to the City's knowledge. Fees may vary among these companies:

All Data Real Estate Systems	(954) 772-1800
Florida Real Estate Decisions	(954) 942-0344
Saltz Michaelson Architects	(954) 266-2700
Harmon - Garrin Appraisals	(954) 587-5323
SSConsulting, LLC	(954) 786-5711
 - 2) Alternatively, the applicant may go to the Department of Public Information of the Broward County Property Appraiser at 115 South Andrews Avenue, Room 111, Fort Lauderdale. The office is

open from 8:30 AM - 5:00 PM Monday - Friday, Phone # (954) 357-6957. With the provision of a folio ID number, their staff will assist you in the determination of the radius and furnish you with the copies of the current tax roll. However, their staff will not certify the accuracy or completeness of the list. Therefore, the accurateness of the list provided to the City for mailing is done so at the owner/agent's risk and must be supplemented with the attached affidavit.

8. Sign on Site: At least thirty (30) days prior to each scheduled hearing before the City Commission, the applicant must place upon the property a four foot by four foot (4' x 4') sign(s) facing each of the road rights-of-way on which the property fronts. If the property does not front on a road right-of-way, the signs must be placed on the property in such a manner as to give maximum exposure to the public. The sign(s) shall remain on the property until the final disposition of the special exception by the City Commission. It shall be removed within seven (7) days thereafter. Each sign shall contain large lettering which shall be easily read by the public from the perimeter of the property, and said lettering shall indicate the following:
 - (a) name of project
 - (b) type of project (use)
 - (c) address, date and time of City Commission hearing
 - (d) phone number for information (954) 746-3281

This application includes an affidavit for the required posting of hearing notice sign on the site, which must be completed, signed, notarized and submitted to the City prior to the Board of Adjustment meeting. The applicant must also provide photograph(s) of the sign(s), signed and dated, and a copy of a plat or site plan indicating the location(s) of the required signage in reference to the subject site.

FAILURE TO COMPLY WITH THIS REQUIREMENT WILL DELAY THE APPROVAL PROCESS.

9. Check or money order payable to the City of Sunrise in the amount indicated by the schedule of fees (see attached). Applicant will pay the cost of advertising. In addition, the applicant will pay for postage and handling of mailing labels.
10. Applicant will attend the Board of Adjustment meeting and the City Commission meeting when request for special exception use is considered.
11. Failure to comply with the aforementioned will result in the application being withdrawn, withheld from agendas, or tabled at said meeting.

12. The Board of Adjustment meets the first Tuesday of the month at 6:00 PM in the Commission Chambers unless otherwise stipulated.
13. The date of the Commission meeting will be obtained from the Administrative Aide in the City Commission office, at (954) 746-3250.
14. All plans submitted with applications must be folded to legal size dimensions for transmittal to Board members and/or City Commission.

Special Exception Use which involves new construction or substantial renovation plans must include the following:

- a. A site plan and landscaping plan which depicts the location of buildings on the site, the internal traffic circulation system, ingress and egress from major roadways, parking areas which meet the requirements of the City Code, and the proposed landscaping of the project, and any other features deemed necessary by the City Planner.
- b. Elevations of the proposed buildings.

If the above are not included, said item would be tabled or withheld from the agenda.



CHECK LIST:

Pre-application conference

Completed/executed application form (12 copies)

Twelve (12) copies of survey with legal description of property folded to legal size

Twelve (12) copies of letter explaining reason for special exception and how same will benefit the City

Twelve (12) sets of photographs (if applicable)

Check payable to the City of Sunrise for filing fee, advertising, and postage

Certified list (names and addresses) of property owners

One (1) set of gummed labels

Twelve (12) copies of any other information pertinent to Special Exception request. (e.g., site plan). Plans must be folded to legal size.



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APPLICATION FOR SPECIAL EXCEPTION

1. Name of Project (Development) _____

Name of Applicant _____

Address _____

Contact Person: _____

Telephone No. _____ Fax No. _____

(IF AGENT, SUBMIT LETTER OF AUTHORIZATION)

2. Name of Property Owner _____

Address _____

Telephone No. _____

3. Legal Description of Property Covered by this Application:

4. Address, or Location of Subject Property _____

5. Folio Number _____ Current Zoning _____

6. Size of Property: _____ Ft. X _____ Ft. Acres _____

7. Does property owner own contiguous property to the subject property?
If so, give complete legal description of entire contiguous property.

8. Is there an option to purchase or lease subject property or property contiguous thereto, predicated on the approval of this application? Yes No If yes, who are the affected parties?

9. Reason for Special Exception

- Copy of purchase contract must be submitted with this application.



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AFFIDAVIT OF OWNER OR TENANT

I, _____ (all owners on deed / all tenants on lease), being first duly sworn, depose and say that I am the owner tenant (check one) of the Property described in the above application for public hearing; that all the answers to the questions in this application, sketches, data, and other supplementary matter attached to and made a part of this application, are honest and true to the best of my knowledge and belief. I understand this application must be accurately completed before a hearing can be advertised. In the event that I, or anyone appearing on my behalf, am found to have made a material misrepresentation regarding this application, I understand the application can be cancelled, and any special exception granted can be made null and void by the City, at its sole option.

Print Name:_____

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____,
this _____ day of _____, 20____, who is either personally known to me
or who has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name:_____



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CORPORATION AFFIDAVIT

I, _____, being first duly sworn, depose and say that I am the President of _____, a corporation existing under the laws of the State of _____, and who is authorized by the corporation to file this application for public hearing; that all answers to the questions in said application, sketches, data, and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief; that said corporation is the _____ owner _____ tenant of the property described herein and which is the subject matter of the proposed hearing. I understand this application must be accurately completed before a hearing can be advertised. In the event that I, or anyone appearing on behalf of the corporate applicant, am found to have made a material misrepresentation, either oral or written, regarding this application, it is understood that the application can be cancelled, and any special exception granted may be made null and void by the City of Sunrise, at its sole option.

President's Signature (Corp. Seal)

ATTEST:

Secretary's Signature

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____,
this _____ day of _____ 20____, who is either personally known to me or who
has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name: _____



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ATTORNEY AFFIDAVIT

I, _____, being first duly sworn, depose and say that I am an Attorney at Law, who is licensed to practice in the State of Florida, who represents the Owner of the property described above, and which is the subject matter of a proposed public hearing; that all data and other supplementary matter attached to and made a part of this application are honest and true to the best of my knowledge and belief. I understand this application must be accurately completed before a hearing can be advertised. I have advised my client that any material misrepresentation made regarding this application, either oral or written, can cause this application to be cancelled, and any special exception granted may become voided by the City of Sunrise, at its sole option.

Signature

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____,
this ____ day of _____ 20____, who is either personally known to me or who
has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name: _____



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OWNER'S SWORN-TO CONSENT

PERMITTING TENANT TO FILE FOR A HEARING

I, _____, being first duly sworn, depose and say that I am the owner of the Property described herein and which is the subject matter of the proposed hearing, do hereby authorize _____ to file this application for a special exception.

ATTEST:

Signature

Sworn and subscribed to before me this
___ day of _____, 200___.

Notary Public
Commission Expires _____



DISCLOSURE OF OWNERSHIP

Please list the owners of the subject real property and the percentage owned by each owner. Each party having a financial interest, either direct or indirect in the subject property relating to the matter to be presented to the Board of Adjustment, or the City Commission for which the application is made, must be listed below with address and proportionate interest. Please list the name, address and proportionate interest of: (a) all shareholders of any closely-held corporation; (b) all beneficiaries of any trusts; (c) all partners of any partnership whether limited or general; (d) the sole proprietorship; (e) any investment group involving local participation.



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Affidavit - Section 16-31(e) (6) Posted Notice

SPECIAL EXCEPTION

I, _____, as the owner authorized agent
(check one) for the property known as _____,
specifically located at _____, and
recorded in the Broward County Public Records at Plat Book _____, Page _____
(if applicable), do hereby attest that I installed or caused to have installed, _____(s)
located on the above referenced property in compliance with City Code Section
16-31(e)(6) on _____, 200__, which is at least 30 days in advance
of the City Commission hearing on the special exception for the proposed project
scheduled for _____, 200__.

Signed: _____

Print Name: _____
Owner Authorized Agent
(Check one)

Date of Signing: _____

Notary Public

My commission expires on _____



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**AFFIDAVIT OF OWNER OR AGENT
Certification of Property List**

I, _____ (as the owner or the authorized agent), for the property known as _____, specifically located at _____, and recorded in the _____ County Public Records in Plat Book _____, Page _____ being first duly sworn, depose and say that I am the owner or agent of the Property described in the above application for public hearing; that I have submitted or have caused to be submitted a Property Owner List located within a 500 foot radius or 300 foot radius (whichever is applicable) of the subject application and that to the best of my knowledge and belief said list is true and accurate.

The list of the names and addresses of all property owners located within the aforementioned radius of the exterior boundary of the subject property is to be made a part of this application. If the subject property constitutes only a portion of a contiguous ownership parcel, the exterior boundary from which the appropriate radius is to be projected will be the exterior boundary of the entire contiguous ownership parcel. All unit owners in a condominium building that partially falls within the applicable radius will be notified.

Print Name

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____, this _____ day of _____, 20____, who is either personally known to me or who has produced _____ as identification.

My Commission Expires:

Notary Public for the State of

Print Name



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OWNER'S SWORN CONSENT

PERMITTING CONTRACT PURCHASER TO FILE FOR A HEARING

I, _____, being first duly sworn, depose and say that I am the owner of the Property described in the above application, which is the subject matter of the proposed hearing, and do hereby authorize _____, my contract purchaser, to file this application for a public hearing.

Signature

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____, this _____ day of _____ 20____, who is either personally known to me or who has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name: _____

Note: Each owner of the Property must execute this form.